Members Present: Vice President Baker, Dr. Connolly, Executive Vice President Dever, Associate Vice President Gabriel, Vice President Gary, Ms. Graves, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, Dr. Tardd, President Templin, and Ms. Wilhelmi.

Guests: Mr. Brian Foley, Assistant to the President, Medical Education Campus
Mr. Dale Wurzer, Acting Dean, Business Technologies Division, Alexandria

July 3rd Holiday:
- Governor Kaine has declared Monday, July 3, a holiday for state employees. As a result, the College will be closed on Monday, July 3, as well as Tuesday, July 4.
- As Monday, July 3, is a scheduled instructional day for NOVA, each campus will need to ensure that alternative learning is provided so that this change in schedule will not have an adverse effect on students. Students will be notified of this schedule change via email and the website.
- Any academic or administrative deadlines due to fall on July 3 will be extended to July 5. These will include the
  - last day to withdraw without grade penalty or change to audit for the 12-week session
  - last day to drop a class with tuition refund for the second 6-week session
  - last day for schedule adjustment with permission for the second six-week session.

College Board Campus Tour:
- The visits to the Alexandria and Loudoun campuses and the Reston and Arlington Centers were positively received by the College Board members in attendance.
- Dr. Templin acknowledged Ms. Graves, Dr. Brown, and Dr. Tardd for hosting these visits.

Update on Virginia General Assembly Actions:
- As soon as the General Assembly finalizes the FY 2007 budget, information regarding specific budget items affecting NOVA will be provided to the college community.
- NOVA faculty contracts will be sent with a letter explaining that, due to the delay in the budget approval process, the salary shown in the contract is at the FY 2006 rate and does not include promotion or salary increases. Once the budget is finalized, an addendum to the contract containing any salary increases and promotion will be provided.
- The consultant’s report on the faculty salary study has been received.

Dr. Templin noted that the information provided in the report was not completely adequate to assess the external competitiveness for all positions.
Dr. Templin will confer with the chairs of the College Senate and the Personnel Services Committee regarding the college’s proposal for 2006-2007 salaries.

Management & Student Success—Discussion deferred.
- Follow up on recommendations from the marketing and student recruiting preliminary report
- Implementation Status of 2006-07 Student Success Plans
  - Before the next meeting on July 11, Dr. Dever will distribute staff reports on activities that have occurred in relation to the two college-wide activities for financial aid and academic advising.

2006-07 Technology Plan:
- The Administrative Council approved the 2006-2007 Technology Plan as presented.
- Dr. Sachs will advise council members when these funds are available. He anticipates this funding to be available by August.

Alexandria Campus “One Stop” and Phase VI Building:
- Provost Jenny Graves welcomed the Administrative Council to the Alexandria Campus. Her briefing on the Alexandria campus included the following:
  - Focal points of excellence to include academic programs, faculty, and students.
  - The vision for the campus for 2006-2012 and the facilities master plan. She discussed the conceptual facility plans for Phases IV and V and presented the specific design plans for Phase III.
  - Plans for the campus’s interim and permanent one-stop Student Services Centers were discussed. Ms. Graves noted that counselors alternate their time between the divisions and the one-stops. The permanent one-stop Student Services Center will include all student services and will be located in the new Phase III building.
  - As the college moves forward with implementing more capital projects, the Council considered the importance of keeping attention focused on both design and programmatic needs in the planning process. Communication and coordination are especially important when similar projects such as science laboratories are being constructed on several campuses.

Entrepreneurial Fund Proposal: Staffing for the Office of International Student Services:
- The F-1 Student Task Force report and the Implementation Proposal of its subcommittee in September 2005 recommended the establishment of an Office of International Student Services (OISS). Clear delineation was made between the processing functions to be handled centrally by the OISS and the direct services to students to be provided by the campuses. In October 2005, the Administrative Council approved the establishment of the staff position of Coordinator of the Office of International Student Services.
- The original proposal for this position included the expectation that additional staffing for the OISS would be funded through revenues generated by the
out-of-state tuition paid by additional F-1 students and that an entrepreneurial proposal would be submitted for this.

- The model, presented by Dr. Dever, for entrepreneurial funding is based on two staff members for OISS in FY 2007, three in FY 2008, and four thereafter, depending on the growth of the program.
- The Administrative Council supports the centralization of processes such as the issuing of I-20s and SEVIS reporting; in turn, this will allow enhanced personal contact and advising for international students on the campuses. There was concern, however, that NOVA does not presently have processes in place to adequately provide the services needed by these international students. Additionally, there was concern regarding further recruitment of international students in the absence of such processes.
- Vice President Baker noted that since the Office of International Student Services is already in place and a large number of international students are presently attending the college, funding for the two staff members could be included in the regular budget instead of the entrepreneurial fund.
- Dr. Dever will review these matters with involved parties and report back to the Administrative Council.
- The Administrative Council deferred the decision on staffing for the OISS.

CyberWATCH Grant Summary:

- Vice President Gary and Mr. Dale Wurzer provided a status report on NOVA’s participation in the CyberWatch Consortium. As a result of this participation, NOVA is a partner in a nationally acclaimed Regional Cyber Security Center in the Washington D.C. region with extensive opportunities for faculty professional development and curriculum development.
- Among NOVA’s responsibilities is to provide four yearly training events for Consortium faculty members to remain current within the Information Assurance (IA) field.
- To meet the commitments of the CyberWatch Grant and accomplish the internal planning, coordination, and required administrative duties, the Administrative Council approved nine hours of faculty reassigned time and a stipend for attending meetings and monitoring the program during the summer. The cost is expected to be approximately $10,000.

It was noted that this was Dr. Connolly’s last Administrative Council meeting prior to beginning her leave of absence. Mr. Brian Foley will be the acting provost in her absence.

The next meeting of the Administrative Council will be Tuesday, July 11, from 10:00 a.m. to 2:00 p.m. in the Large Board Room.

Tracking & Upcoming Items:

- 2007 Capital Budget Request – July 11
- Annandale Campus Master Plan, Campus Beautification, Phase VI – August 1
- Chancellor’s Annual Planning Retreat – August 10-11
- 2007 GA Session Request for Capital Outlay – August 31
• Evaluation of fall registration and advising process – September 12
• Loudoun Campus Phase III & Higher Ed Center – September 19
• Manassas Campus Phase III & Master Plan – October 17